

Information Sheet 3.1-3

Active Directory Objects (OU, Users and Groups)

LEARNING OBJECTIVES:

After reading this **INFORMATION SHEET, STUDENT(S) MUST** be able to:

- Understand what are differences between OU, Users and Groups.
- Create organizational unit and groups in active directory users and computers
- Create users accounts
 - a) In active directory users and groups
 - b) Using dsadd command line option
 - c) Using batch script
- Create a bulk of user's accounts using a batch script.

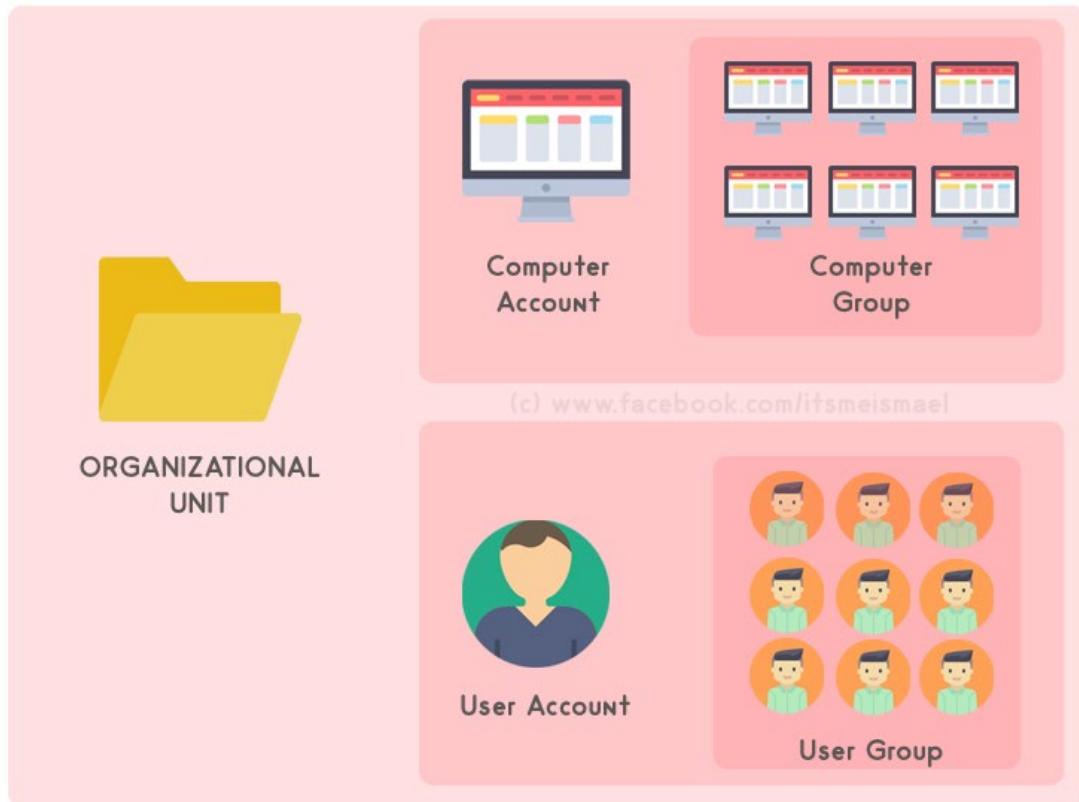
Introduction

Active directory (AD) is not going to work solely without its objects, Objects are everything live under AD. As stated in (Information sheet: Active Directory) objects are the following, Users and groups, services (i.e. Emails), resources such printers, shared folders.

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What is an OU?

An organization Unit is a container that holds AD Object like User Accounts, Computer Accounts, and Groups.



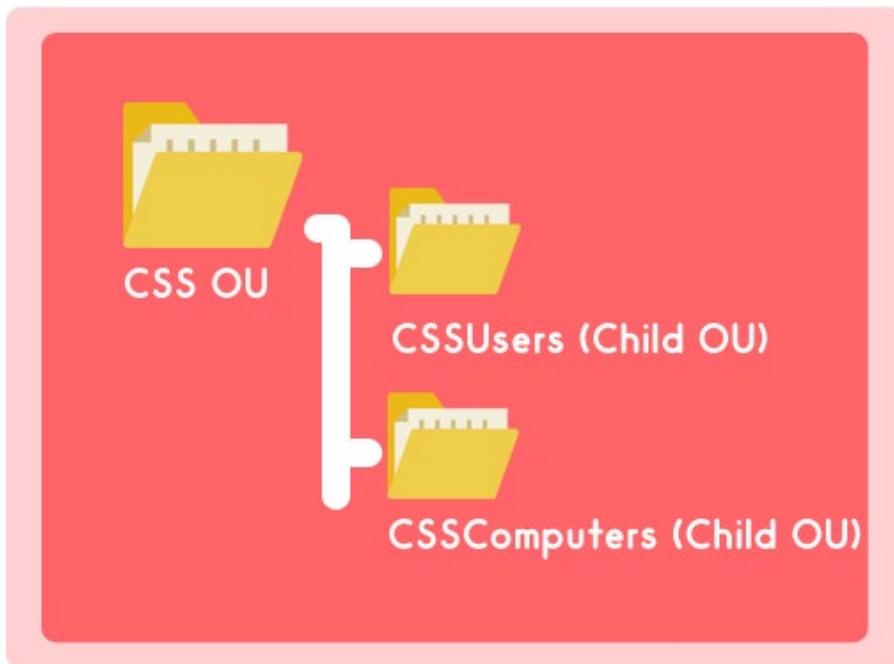
OUs help to keep your objects organized, but also are used to control what your Users can and can't do (among the other things)

We'll start off building a few OUs so our Users and Computer Accounts will have a place to live.

You can organize OUs:

- Geographically
- By function (Departments. etc.)
- But remember to KISS as much as you're able to! Keep it Simple, Sysadmin.

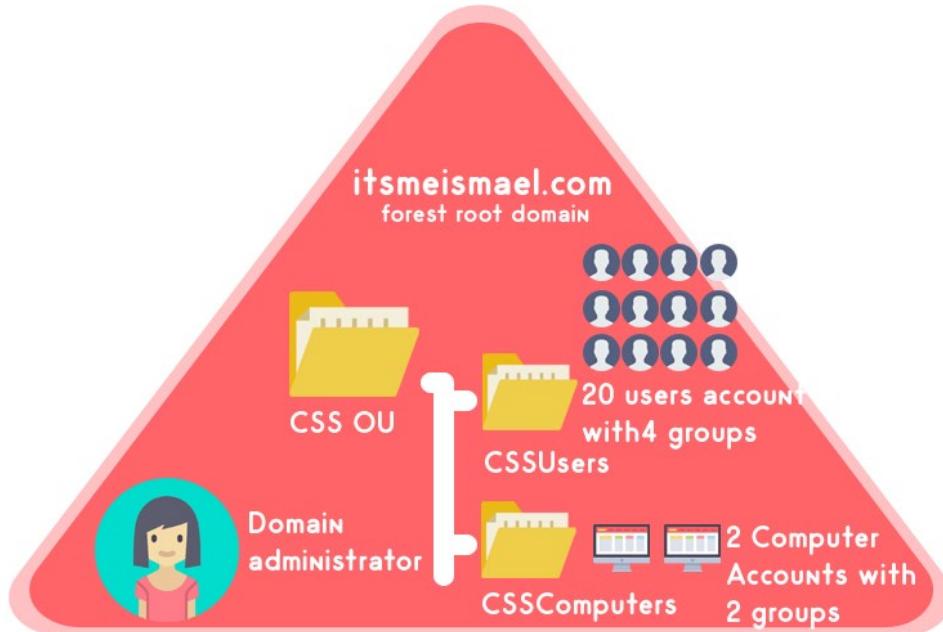
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Creating an Organizational Unit (OU)

Creating an Organizational Unit

1. Start by opening up your **Server Manager**, then expand the **Roles** section.



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Computer accounts

- Allow AD to keep track and control the computers in your network. A computer without an Account in AD can't access the network –it's security measure.
- It resides in OU's which allow you to install software to all machines in OU at once.
- When you are going to join a computer in your domain (you'll need Admin level credentials)
- A computer account is automatically created in AD.

OU vs Groups

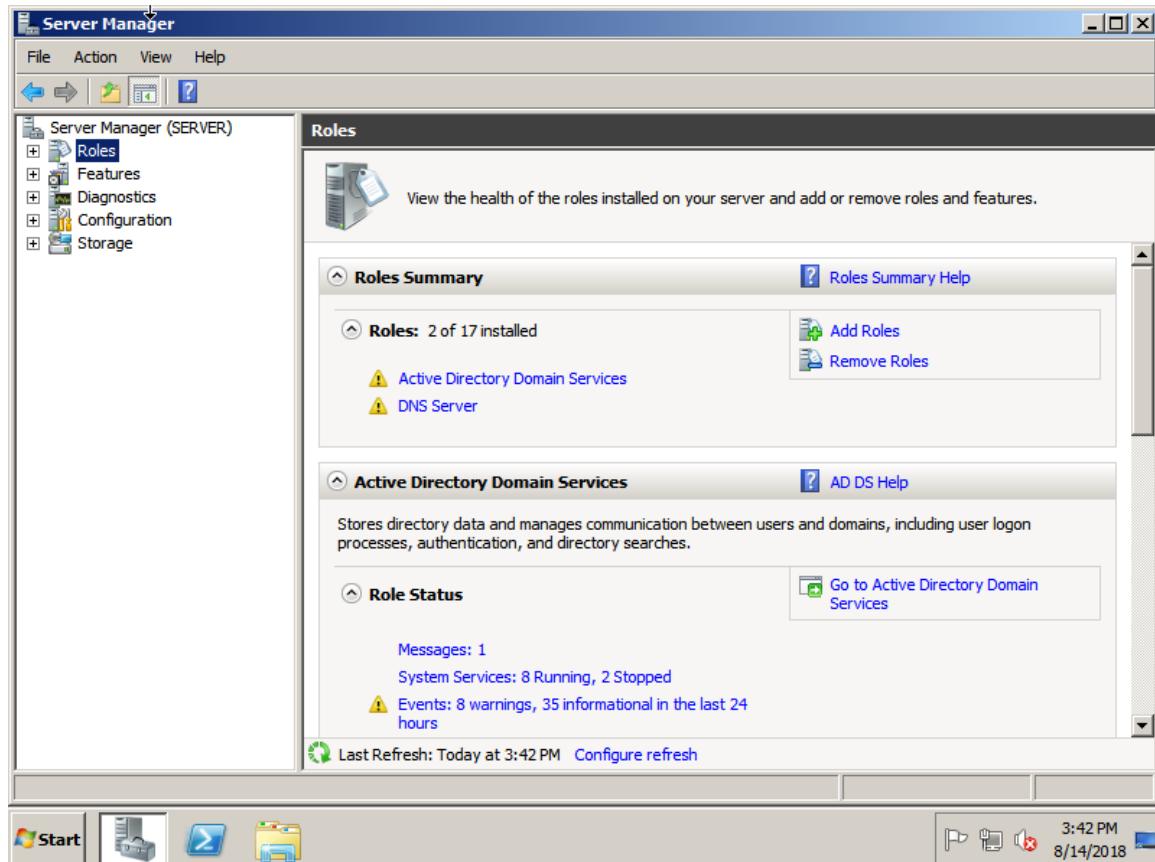
OU's keep your object organized and are used to control what users and computers can and can't do.

Groups are active directory objects that allow you to provide and deny access to resources like printer folder en masse. Groups are residing in organizational unit.

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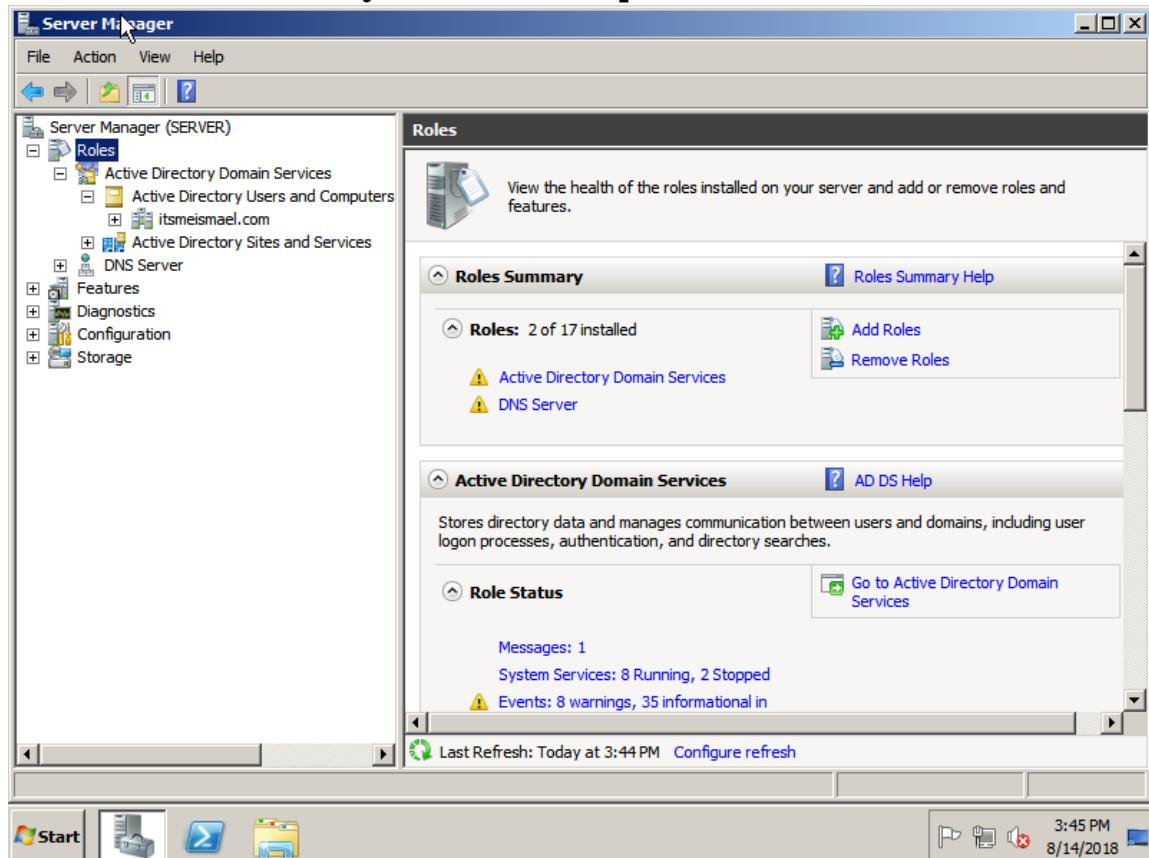
CREATING ORGANIZATIONAL UNIT

1. Open server manager



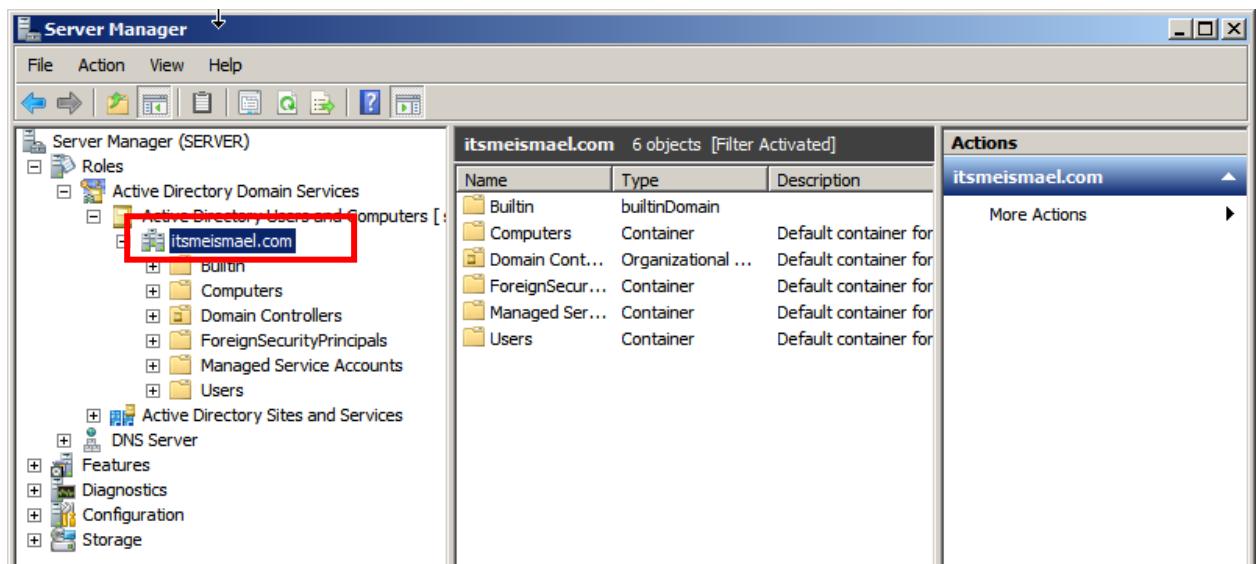
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2. Expand the **Active Directory Domain Services** (click the + sign) section > click on **Active Directory Users and Computers**.



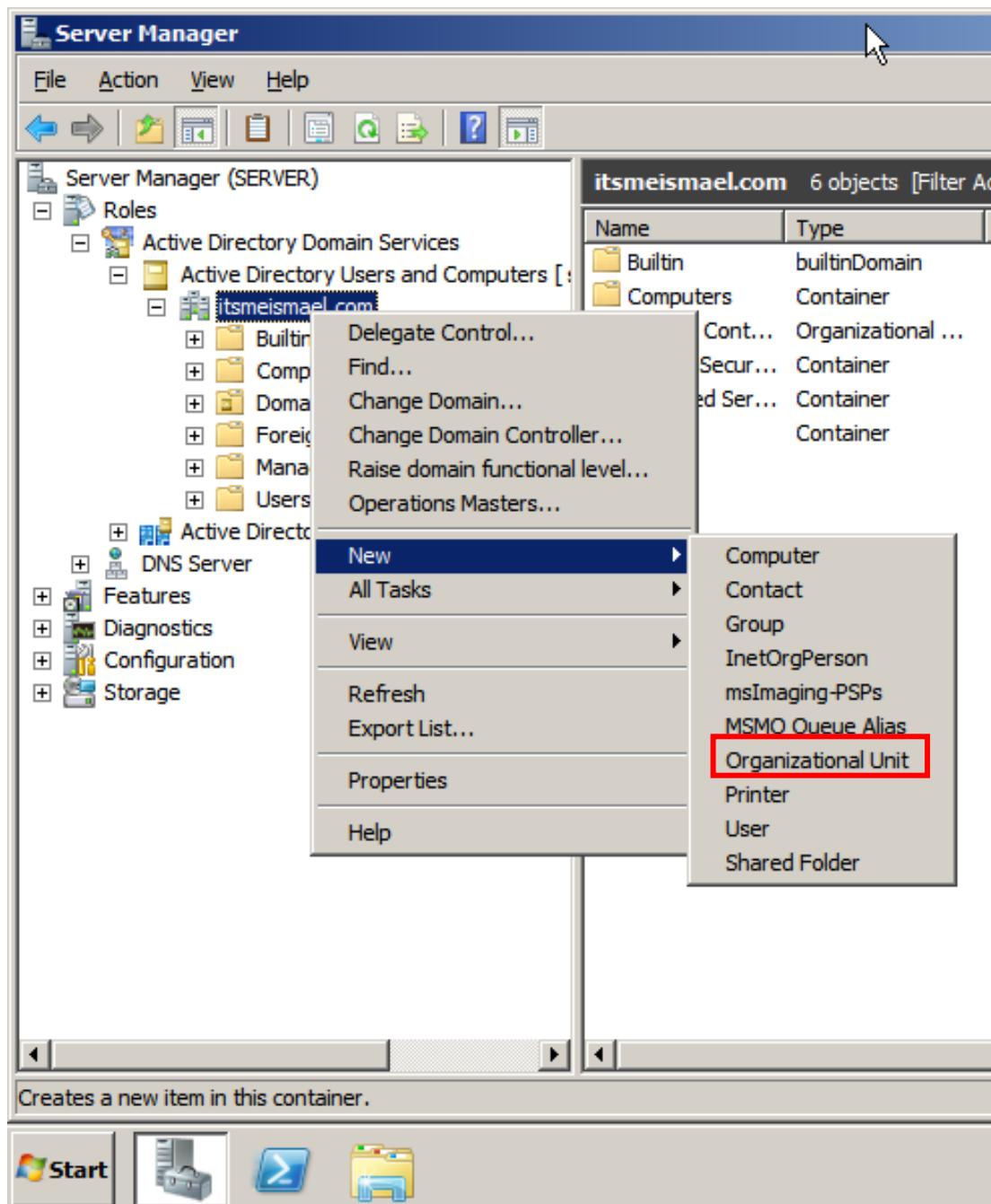
3. At this point you should be able to see your domain. In our example we are using the **itsmeismael** domain. Go ahead and expand your domain (click the + sign).

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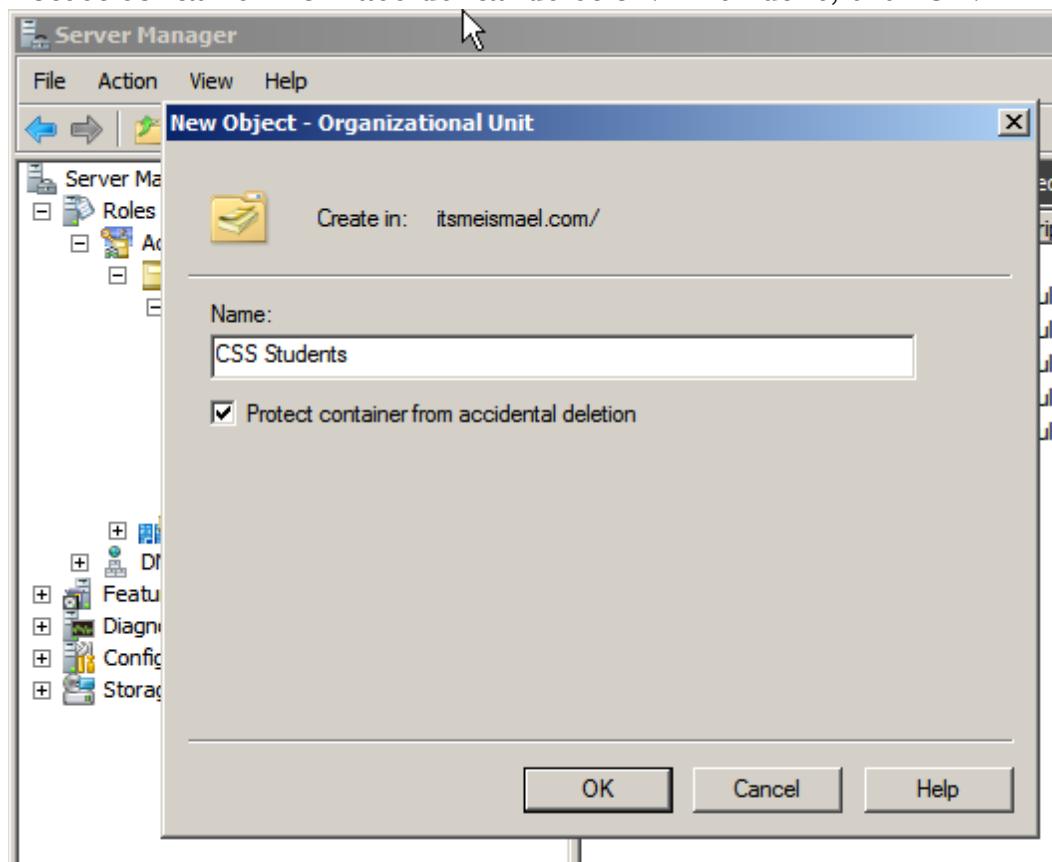
4. Now we need to create an Organizational Unit for a group to live in. In this example we are going to create an OU for our CSS Students. To create a new Organization Unit, **right-click** on your domain name, point to the **New** option and then select **Organizational Unit**.

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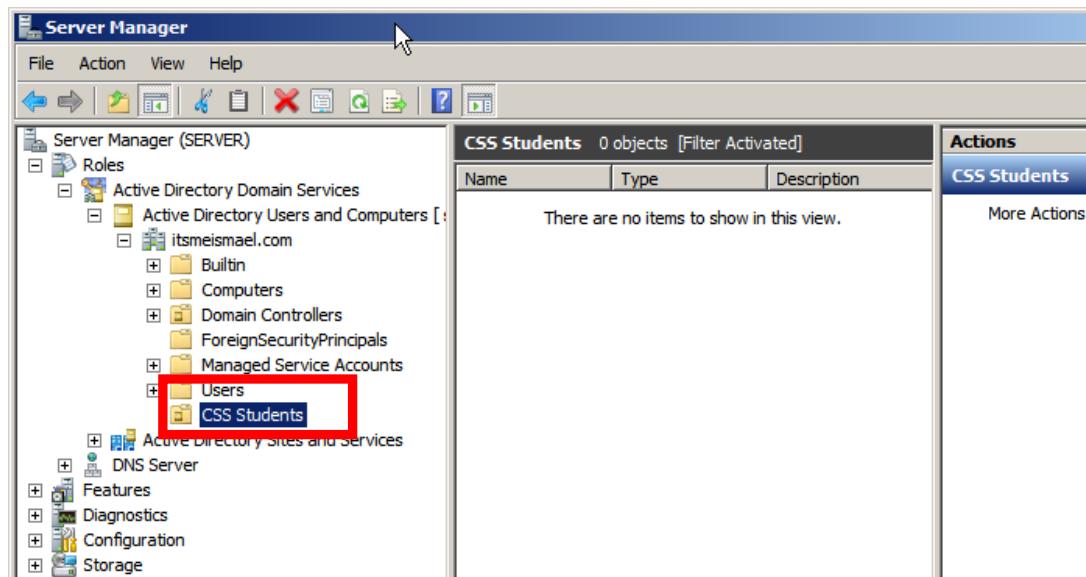
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5. Type the name of your **OU** and make sure that the box is checked next to **Protect container from accidental deletion**. When done, click **OK**.



6. We now have a new Organizational Unit in our Active Directory called **CSS Students**.

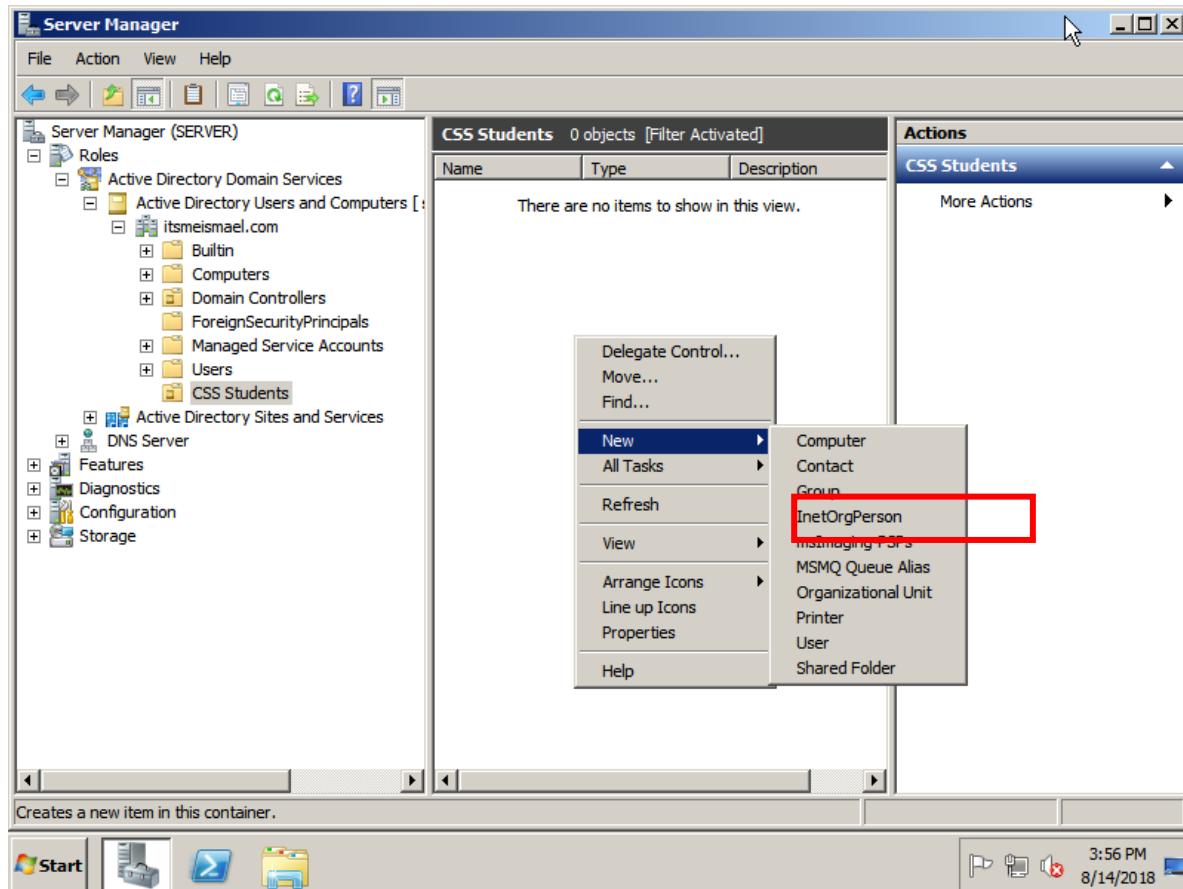
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CREATING A NEW GROUP

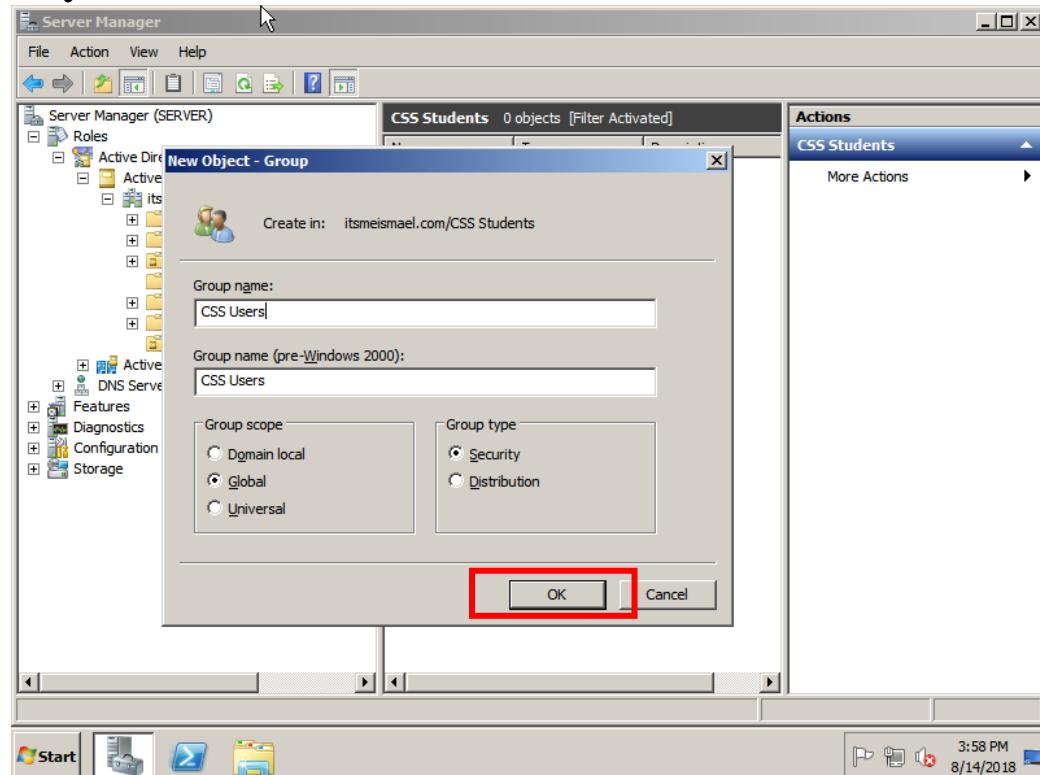
1. After creating an Organizational Unit in your Active Directory, you are ready to create your first group. Go ahead and select your OU and then right-click in the blank area. Next, point to **New** and then select **Group**.



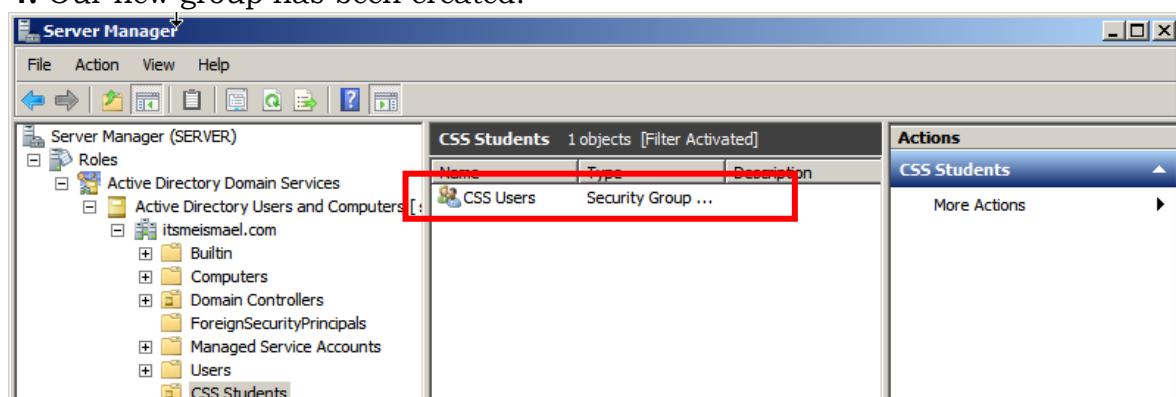
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3. The next step is to name your Group, select the group scope and then select the group type.

In this example we are going to name our group **CSS User**. We are also going to leave the default selections for group scope is **Global**, and group type is **Security** > click **OK**.



4. Our new group has been created!



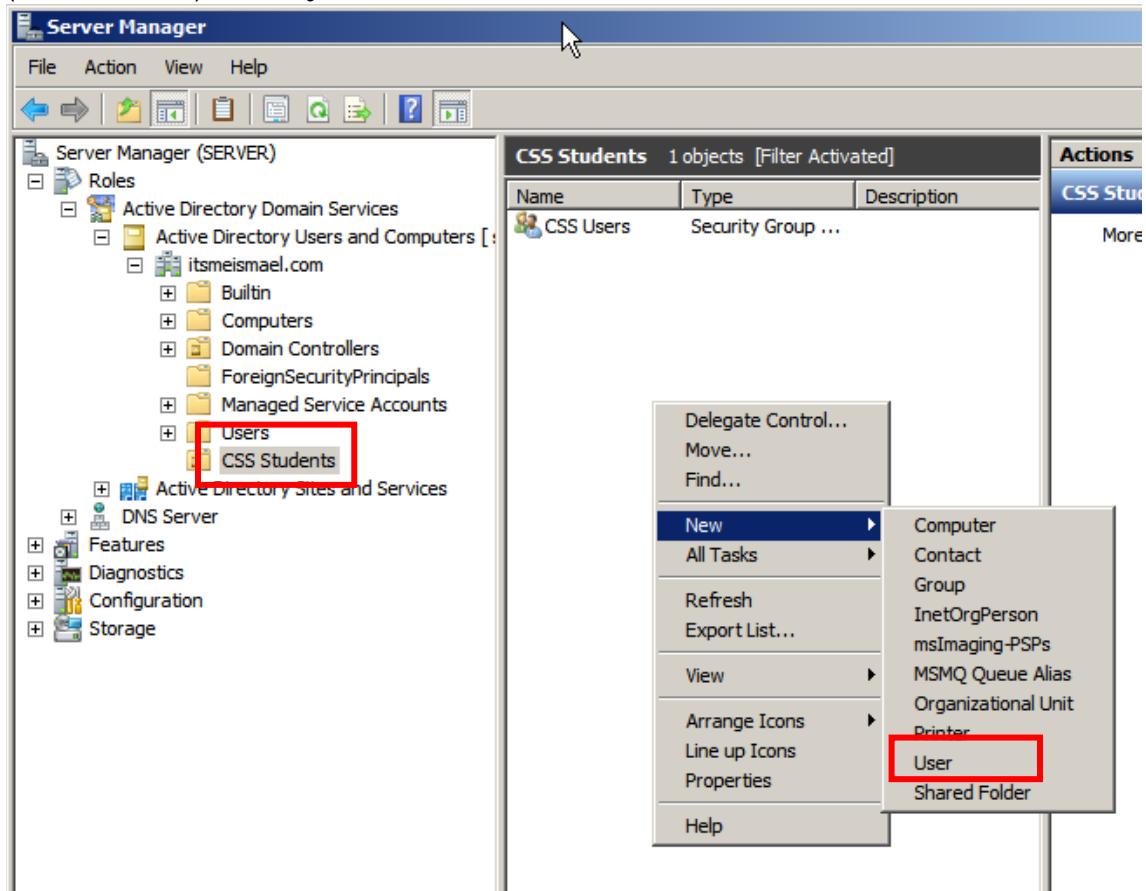
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USER ACCOUNTS

- it allow users to access network resources.

Creating account using server manager

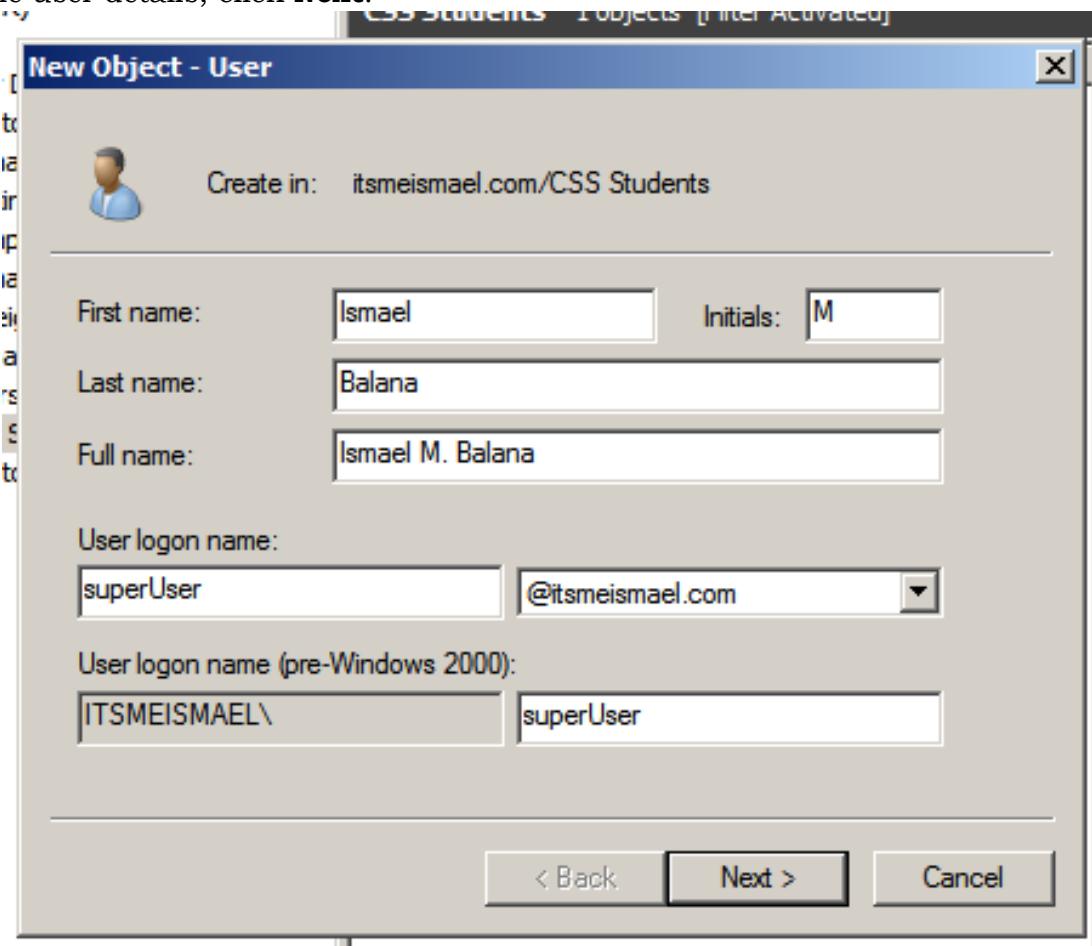
1. Open **Server Manager** open **Roles** click **Open Active Directory Users** and expand the domain name (**itsmeismael.com**). Select the **Organization Unit** (CS Students) where you want to create the new user account.



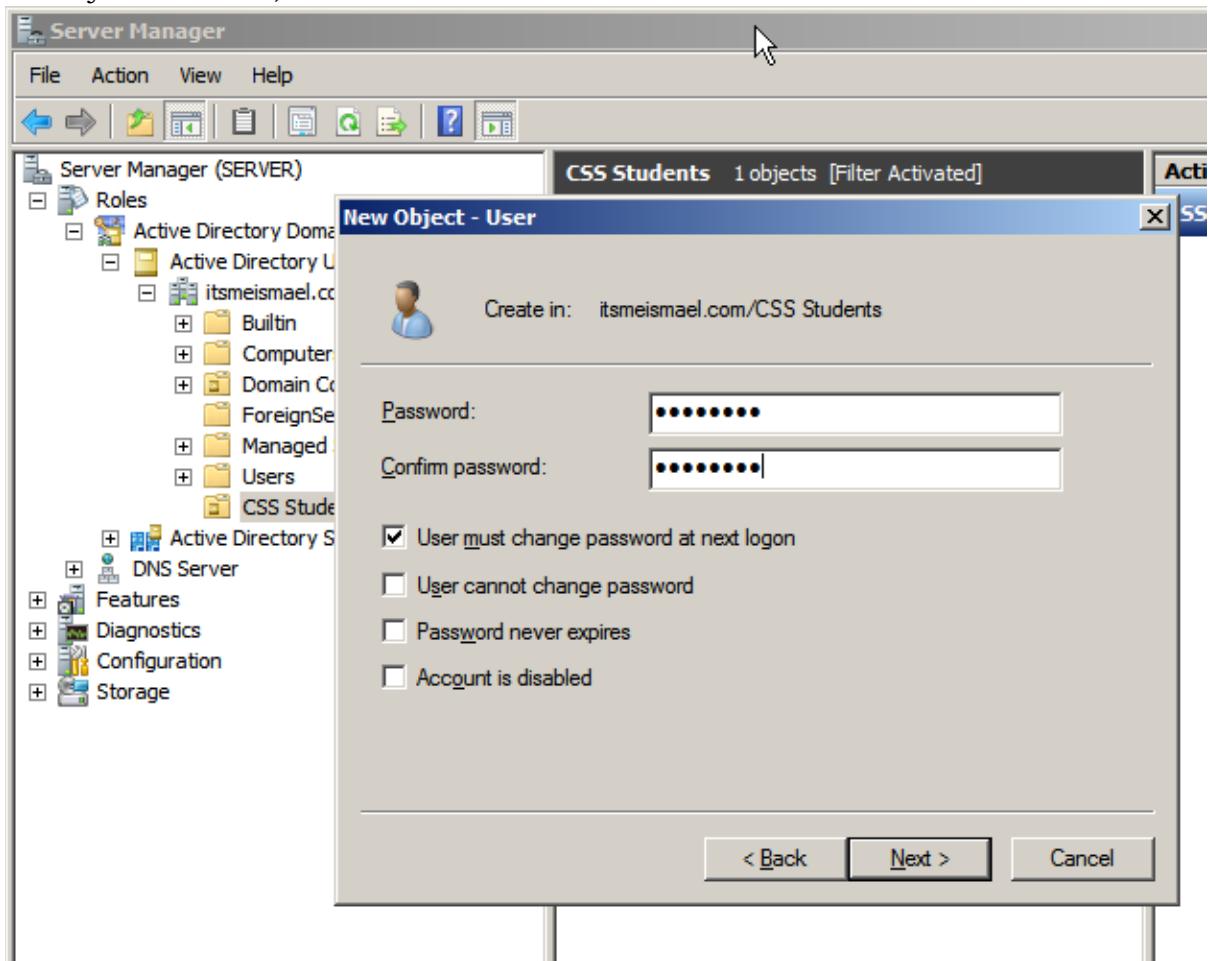
2. In the empty area, right-click select **New** and click **User**. You can also right-click the **OU** and click **New** and select **User** to create new user account.

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3. New Object dialog box will open as shown below. You can fill in the user information like first name, lastname etc. As you can see below, there are two user logon names. The first User logon name also called **User Principal Name (UPN)** **superUser@itsmeismael.com** which is email like name that can be used to login to domain joined computers. Second user logon name (pre-Windows 2000) also called **SamAccountName** can also be used by user to login to domain-joined computers in the form **itsmeismael\superUser**. After entering the user details, click **Next**.

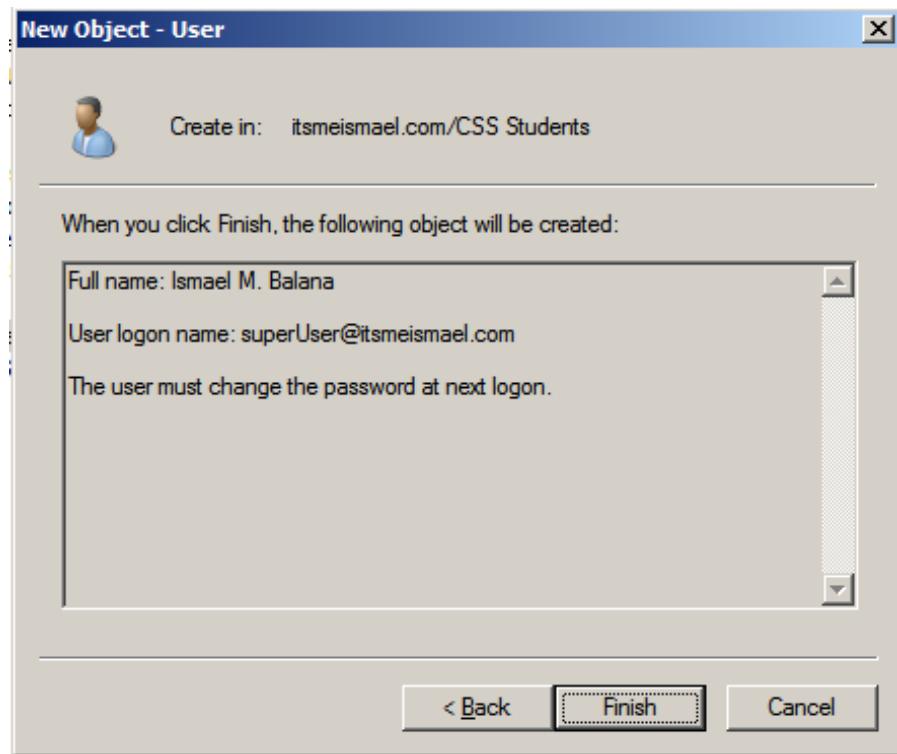


4. Enter password for the user. You can choose various options as shown below. Once you are done, click **Next**.



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5. View the summary then click **Finish**.



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CREATE ACCOUNTS USING COMMAND LINE

You can also add users by using DSADD command line option. IT allows you create users using command prompt.

DSADD is a command-line option that will allow you to create users with commands.

Syntax:

```
dsadd user "cn=Username,ou=OName, dc=Yourdomain, dc=yoursuffix"
```

Example

```
dsadd user "itsmeuser, ou=CSSStudents, dc=css, dc=com"
```

If you are going to add users' complete name use the following syntax.

```
dsadd user "itsmeuser, ou=CSSStudents, dc=css, dc=com" -fn Ismael -ln  
Balana -pwd css_2016 -mustpwd no
```

If you want fast and easy creation of users just use the following codes, but this time you need type the codes using Notepad or any equivalent text editor.

1. Open notepad or notepad++ > then type an example shown below

Syntax:

```
dsadd user "cn=%1, ou=OName, dc=YourDomain, dc=YourSuffix" -fn%2 -  
ln%3 -pwd Password -mustchpwd yes
```

Example:

```
dsadd user "cn=%1, ou=CSSUsers, dc=itsmeismael, dc=com" -fn%2 -ln%3 -  
pwd css_2016 -mustchpwd yes
```

2. Save it as **“addUsername.bat”** in accessible directory.

3. Open command line, navigate to the directory where the script resides and type:

Syntax

```
addOName username firstname lastname
```

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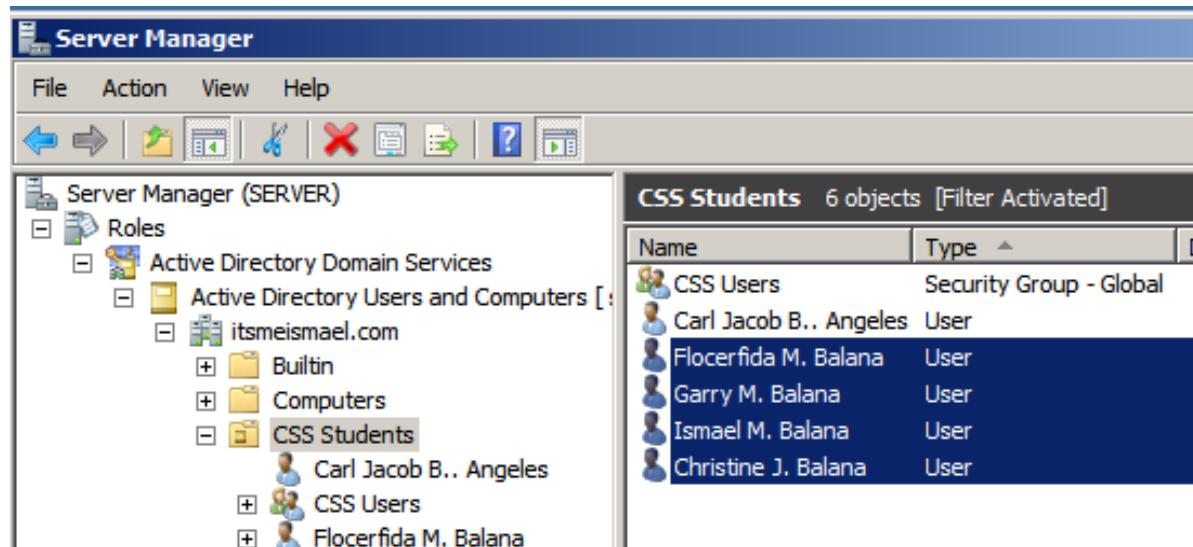
Example:

```
addCSSUsers itsmeismael Ismael Balana
```

4. Open server manager OU and check the result

Moving users into a Group

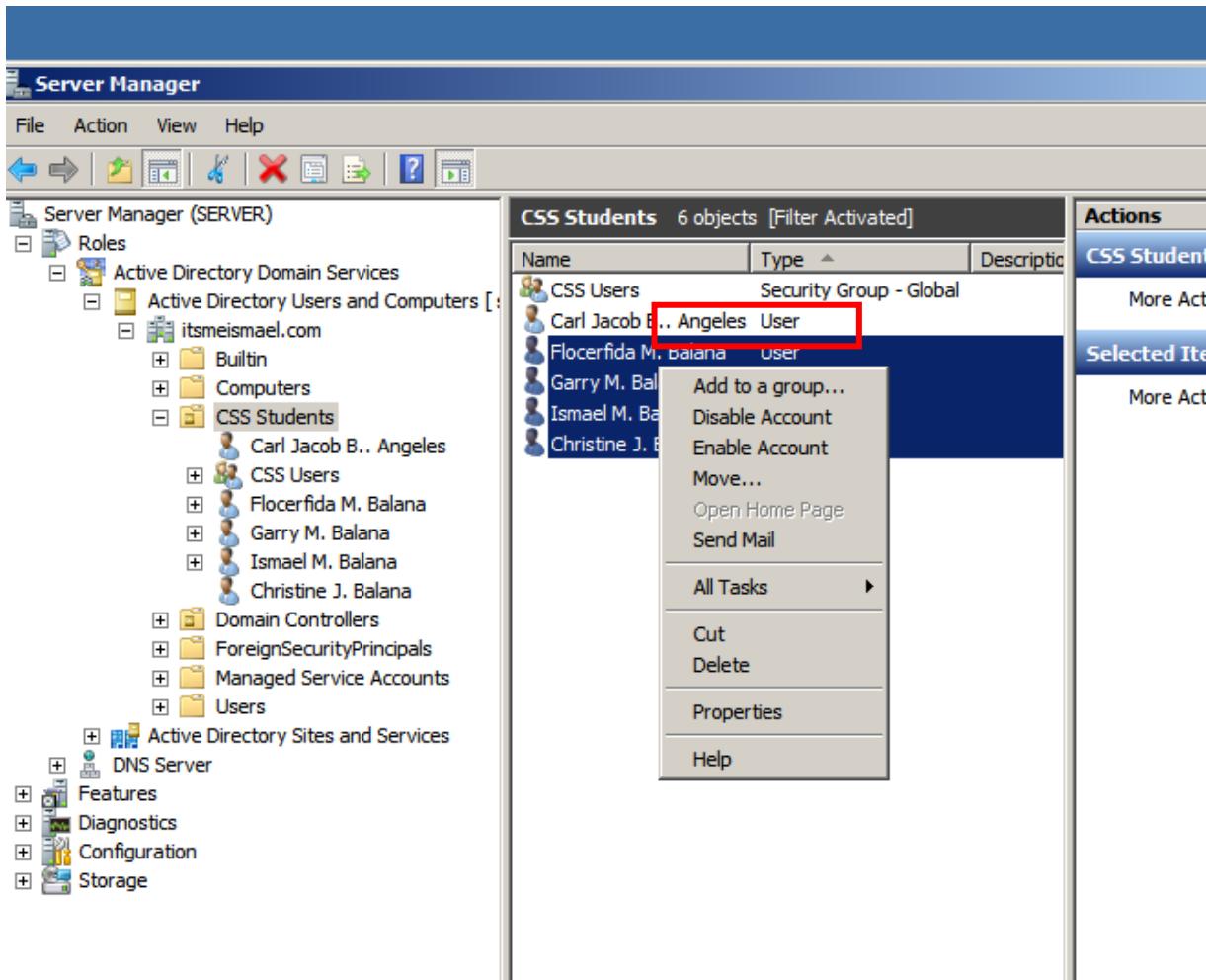
1. In order to move existing accounts into a group, you need to hold down the Control key and click the user or computer accounts that you want to move into that group.



Name	Type
CSS Users	Security Group - Global
Carl Jacob B., Angeles	User
Flocerfida M. Balana	User
Garry M. Balana	User
Ismael M. Balana	User
Christine J. Balana	User

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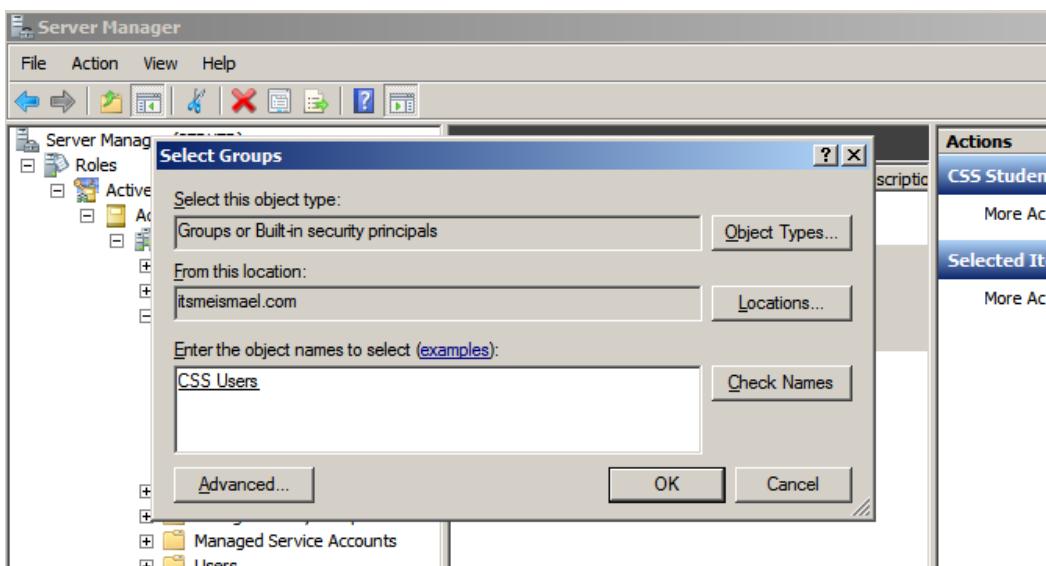
2. Then you need to **right-click** on any one of those accounts and select **Add to a group**.



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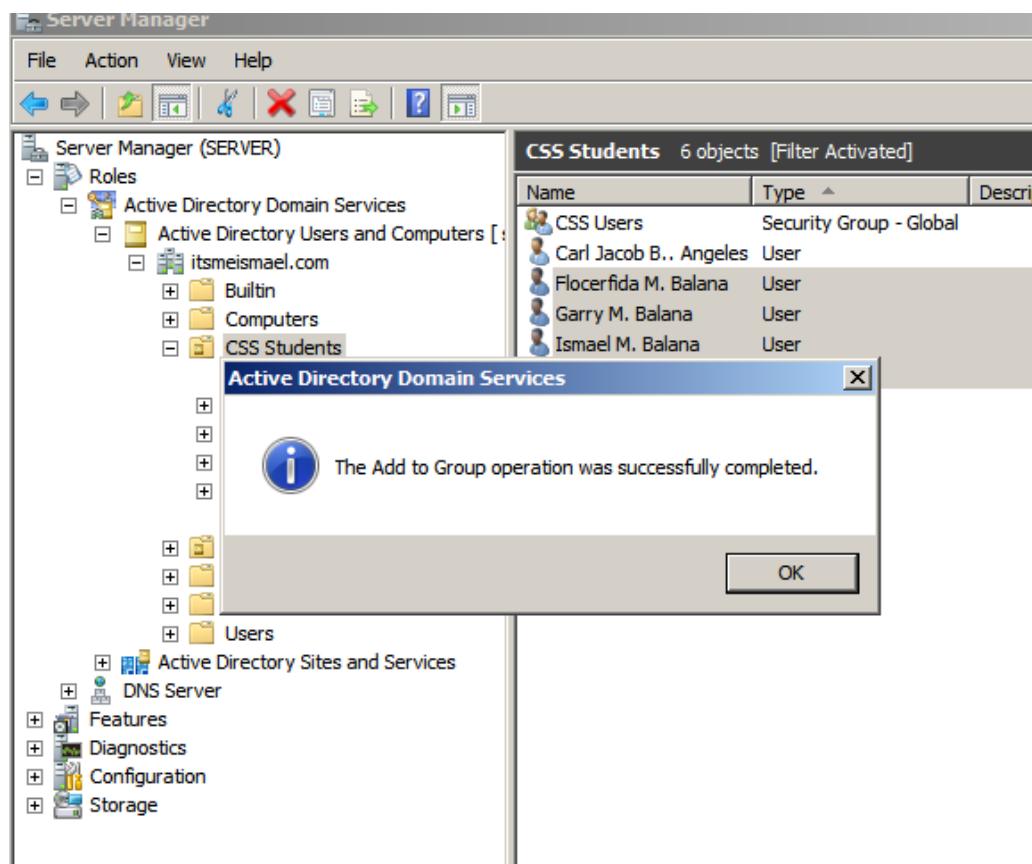
3. Next, Type the group name and let the machine find it.

In our example, I will type **CSS Users** and then click on the **Check names** button. Once the name is verified and group name is found, the text will be underlined and you can click the **OK** button to continue.



4. Now all of these accounts are part of our **CSS Users** group.

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TASK SHEET 3.1-3

Title: Install active directory

Performance Objective: Given are the following materials, you should be able to install active directory. Allotted time 30 minutes.

Supplies/Materials :

Equipment : Computer with Windows Server 2008 R2

Prerequisites: Installed and configured active directory

Steps/Procedure:

1. Read **information sheet 3.1-3 Installing active directory**
2. Create an Organizational Unit
Where:
Name of Organizational Unit(s) = CSS Students
3. Create two domain users
Where:
Name of first user = Your full name, Logon username = WirelessClient
Name of second user = Your full name, Logon username = Wired Client
Set the password as _admin@123 for both users
4. Create a group
Where:
Group name = CSS Group
Add your newly created domain users inside the group

Assessment Method:

Demonstration, Observation

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Performance Criteria Checklist 3.1-3

Trainee's Name: _____ Date: _____

During the performance of the task, did you consider the following criteria?

CRITERIA	YES	Grade	Point	NO
		<i>Highest Possible Score = 5</i>	<i>Lowest Possible score = 0</i>	
Did the trainee...				
1. Created an organizational unit according to the specific given task?				
2. Created two domain users according to job requirements?				
3. Set up the group for domain users according to specific instruction?				
4. Performed and followed completely the given tasks?				
5. Observed and performed 5S and occupational health and safety?				

Feedback

Total Points	
Total Items	

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Signature of the Trainee/Learner	
Signature of the Trainer	Ismael Manic Balana

Grade Point Equivalent

The table shows the equivalent points that are used and show how they are calculated to determine the grade point average (GPA), or index.

The highest equivalent points that trainer can give is 5 points per criterion and the lowest is 0. If the trainee/learner accumulate scores with below two (2) *grade point equivalent*, she/he needs to retake the whole given task.

Grade Point Equivalent	Explanation
5	Excellent
4	Very Good
3	Good
2	Average
1	Poor
0	Failure

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TERMS AND DEFINITIONS

OU or **organization unit** is a container that holds AD object like user accounts, computer accounts, and groups.

Groups are active directory objects that allow you to provide and deny access to resources like printer folder en masse. groups are residing in organizational unit.

DSADD is a command-line option that will allow you to create users with commands.

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